



State of Connecticut
Department of Social Services
3580 Main Street λ Hartford, Connecticut 06120

Posting Date: November 3, 2006

Closing Date: November 17, 2006

**ANTICIPATED VACANCY NOTICE
NORTHERN REGION
OFFICE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE.

THE DEPARTMENT OF SOCIAL SERVICES NORTHERN REGION IS PRESENTLY RECRUITING TO FILL OFFICE ASSISTANT POSITION(S) LOCATED IN ITS HARTFORD, MANCHESTER, NEW BRITAIN AND WILLIMANTIC OFFICES. (These position(s) may be under-filled at the Clerk level).

OPEN TO: The Public

BARGAINING UNIT: Administrative Clerical (NP-3)

SALARY RANGES: Clerk: \$29,267.00 – \$36,632.00 (CL 08)
Office Assistant: \$34,419.00 – \$45,159.00 (CL 13)

LOCATIONS: 3580 Main Street 270 Lafayette Street
Hartford, CT 06120 New Britain, CT 06053

699 East Middle Turnpike 676 Main Street
Manchester, CT 06040 Willimantic CT 06223

DUTIES AND RESPONSIBILITIES:

May type a variety of materials in relation to other duties or as assigned; enters and retrieves data on computer terminals. Sets up and maintains office procedures, filing and indexing systems and forms for own use. Composes routine correspondence. Compiles and completes recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format). Provides general information and referral services in response to citizen complaints or questions regarding an agency's services or authority; responds to inquiries from other work units or departments/agencies; applies agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; may lead lower level employees in carrying out assigned clerical functions. Maintains calendars of due dates and initiates recurring work or special clerical projects accordingly; processes a variety of documents in determining routine case status; exercises discretion in choosing appropriate follow through procedures within defined guidelines including assembling and reviewing incoming materials for accuracy, completeness and conformance to established guidelines and agency policy and procedures.

EXPERIENCE AND TRAINING:

CLERK

General Experience:

Any experience and training that could reasonably be expected to provide the knowledge, skills, and abilities listed above.

OFFICE ASSISTANT

General Experience:

Two (2) years' general clerical work experience.

Substitution Allowed:

College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Note: The position (s) will be filled by candidates who are eligible for appointment as an Office Assistant or the position(s) may be under-filled at the Clerk level, or the position(s) may be filled by mandatory candidates from existing Re-employment and SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should forward a COMPLETED, ORIGINAL State Employment Application (Form PLD-1), which can be obtained off the State of Connecticut, Department of Administrative Services Website at, [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS), to

**Ms. Delores Atwater, Human Resources Assistant
Department of Social Services
3580 Main Street
Hartford, CT 06120-1187
FAX #: (860) 566-1768**

APPLICATIONS MUST BE RECEIVED BY NOVEMBER 17, 2006 CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer